

Supplementary Examination Announcement

INTERNAL AUDITOR TRAINEE - 21726

Monthly Salary Range: \$2392 - \$3307

In-hire rate: \$2771

Option 1 - General

Option SS1 – Spanish Speaking General

Option 2 - Accounting and Fiscal Administration

Option SS2 – Spanish Speaking Accounting and Fiscal Administration

Select options of your choice. A separate application is required for options 1 and/or option 2.

General duties: An Internal Auditor Trainee, under direct supervision for a period of 6 to 12 months, participates in an agency sponsored internal auditing training program; receives classroom and on-the-job training to learn auditing techniques and procedures, formal review, analysis and evaluation of the effectiveness of an agency's statewide internal operations and controls; participates in on-the-job training in how to conduct internal/external audits by programs in accordance with audit guidelines; learns how to prepare audit reports, detail findings and deficiencies, and make recommendations for corrections; learns how to provide management with information as to the agency's operational effectiveness and to make recommendations about areas of inefficiency and non-compliance with policies and regulation.

The requirements for a minimal passing grade are as follows:

Training and Experience:

Option 1: Bachelor's degree with course work in Business Management, Public Administration, Economics, Computer Science or other related subjects. Preferably requires twelve semester hours in accounting.

Option 2: Bachelor's degree in the field of accounting and Fiscal Administration.

NOTE: Experience cannot be substituted for the required Bachelor's degree. May require an appropriate valid driver's license and ability to travel to remote audit sites.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

Option SS--Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which Option 1 positions are established: Cook, Sangamon.

Counties in which Option 2 positions are established: Cook, Sangamon, Williamson and Winnebago.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.

YOU NEED NOT APPEAR AT A TEST CENTER FOR THIS EXAMINATION.

Send a completed application (CMS-100) to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, Illinois 62706. Your training and experience will be evaluated from your application.

AN EQUAL OPPORTUNITY EMPLOYER

Counties Updated 12-21-04, 3-3-94 (SG-12) Salary 12-2-05, Grade Statement Added 5-07-02